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C O P Y

11 September 1952

MEMORANDUM FOR: Chairman, Career Service Board  
Personnel Director

FROM: Inspector General

SUBJECT: Policies affecting Hiring and Promoting Agency  
Officers

The Director has approved the following policies affecting educational qualifications for hiring and promoting Agency Officers:

1. Educational progress, including the possession or non-possession of a degree or degrees, is a legitimate consideration in evaluating the fitness and potential of a job applicant.
2. Once an applicant becomes attached to the Agency, however, he stands exclusively on his record with the Agency and promotion is to be based entirely on that record. It is not proper to consider lack of formal schooling as a deterrent to advancement, or the possession of formal schooling as a reason for advancement, other factors being equal. The practice now prevalent in some administrative offices, of weighing the possessing of a degree as a factor in promotion, is therefore to be abandoned as irrelevant.
3. It follows from the above that no job in the Agency is to be rated as requiring formal educational prerequisites (i.e., open only to possessors of given degrees) except in the two professions of the law and medicine.

/s/ Stuart Hedden  
STUART HEDDEN

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